



WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS RULE 1.2
PRESIDENTIAL SEARCH, APPOINTMENT,
AND ANNUAL REVIEW

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President's Signature: On File

SECTION 1: Purpose and Scope.

- 1.1 The purpose of this Rule is to establish guidelines in accordance with the West Virginia State Code for the search, appointment, and annual review of the president.
- 1.2 This Rule applies to the search, appointment and annual review of the president.

SECTION 2: Presidential Search and Selection.

2.1 Establishment of Search Committee and Appointment of Interim.

- 2.1.1 Upon the occurrence of a vacancy in the position of president of West Liberty University ("University"), the Board of Governors ("Board") shall undertake a search for a new president. The search shall be conducted in accordance with the steps described herein and the "Guidelines for Governing Boards in Employing and Evaluating Presidents" established by the West Virginia Higher Education Policy Commission ("HEPC"), Title 133, Series 5. W.Va. Code §18B-1B-6 governs the appointment of a president.
- 2.1.2 The Board shall adopt a statement of characteristics and qualities which the new president should possess. This statement shall be utilized in soliciting and evaluating candidates.
- 2.1.3 The Board shall adopt a position announcement detailing the characteristics and qualities sought in a new president and transmit it to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals.
- 2.1.4 The Board shall adopt a timeline for the search process.
- 2.1.5 The Board shall constitute a search committee consisting of the members of the Board and one additional representative each from the University faculty, staff, students, West Liberty University Foundation, Inc. board, and WLU Alumni Association board to be appointed by the chair of the Board.



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2.1.6 A chair of the search committee shall be elected from among the members of the Board who are gubernatorial appointees, and a vice chair shall be elected to preside in the absence of the chair. The chair and the vice chair shall be entitled to vote as members of the search committee. The chair, or the chair's designee, shall be the only spokesperson for the work of the committee.

2.1.7 The search committee may enter a contract with a professional search consulting firm or engage staff support by a search manager appointed by the chancellor of HEPC. The search manager shall not be entitled to vote. The search committee also may engage and utilize such staff support from the University as it desires or deems necessary.

2.1.8 If the timing of the vacancy requires the appointment of an interim president, the Board shall appoint an interim president and forward that individual's name to HEPC for approval. The Board shall establish the salary for the interim.

2.2 Meetings.

2.2.1 Meetings of the search committee shall be called by the chair of the search committee, and all members must be notified at least five days in advance, except that fewer than five days' notice may be given with the approval of a majority of the members. All meetings must be noticed in accordance with the requirements of West Virginia statute.

2.2.2 At least a majority of committee members must be present to constitute a quorum for the purpose of voting.

2.2.3 The chancellor of HEPC shall be invited to attend the first meeting of the search committee, give the committee its charge, and discuss the steps for the search as set forth herein and in HEPC guidelines. The chancellor shall serve as an ex officio, non-voting member on all search committees or bodies serving in that capacity.

2.2.4 The chair of the Board shall confer with the chancellor and chair of HEPC and agree to a method and process for HEPC to participate in the search process and to approve the final selection of a president appointed by the Board.



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2.2.5 The search committee may meet in executive session for the purpose of discussing candidates for the position. Presentations to the committee in open session or in executive session shall be restricted to members of the committee and to any individual(s) specifically invited by the chair of the committee.

2.2.6 Members of the search committee shall not provide any information about the names or backgrounds of any candidates to anyone who is not a member of the committee or who is not official staff to the committee until selected candidates have agreed to a campus visit as a finalist or semifinalist. At that time, the chair of the search committee, or the chair's designee, shall be the sole spokesperson for the purpose of official communications regarding the candidates. Any member of the committee who violates the strict confidentiality of the search process will be dismissed immediately from the committee.

2.3 Search Process.

2.3.1 The search process shall include preliminary interviews with no more than ten candidates following initial screening of the qualifications of the applicants. Background checks may be conducted on each candidate prior to such an interview.

2.3.2 At the conclusion of the preliminary interviews, up to five candidates will be selected to participate in on-campus interviews with the search committee, faculty, staff, students, administrators, community leaders, alumni, and other individuals. The Board shall solicit comments from each of these groups. The names and backgrounds of candidates invited for a campus visit shall be released to the public.

2.3.3 Following the on-campus interviews, the search committee shall recommend to the Board the names of two or three finalists, at which time the work of the search committee shall be concluded. The Board or its agent shall conduct background checks of these final candidates. The Board and a non-voting representative appointed by the chair of HEPC (if so determined in accordance with section 2.2.4 above) shall conduct final interviews with these candidates in executive session. The Board shall select the successful candidate by majority vote and forward that individual's name for approval of HEPC.



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2.3.4 The Board shall establish the salary and terms of compensation consistent with any guidelines or rules adopted by HEPC and with the approval of HEPC. The Board shall authorize its chair to extend an oral offer on behalf of the Board to the individual selected. The Board also may authorize the chair to make an oral offer to the other finalist(s) in rank order if the preferred candidate does not accept the offer. Once the oral offer is accepted, the chair shall provide a written offer that has been reviewed by the Board and that includes terms and conditions of employment. The official announcement of the presidential appointment shall be made by the chair of the Board.

2.3.5 If the Board is unable to reach an agreement with one of the recommended candidates, the Board may reopen the search.

SECTION 3: Presidential Appointments, Responsibilities, and Evaluation.

3.1 Appointment.

3.1.1 The president of West Liberty University is appointed by the West Liberty University Board of Governors, consistent with the provisions of West Virginia Code §18B-1B-6 and §18B-2A4 and of the board's presidential search and selection procedures.

3.1.2 The president serves at the will and pleasure of the Board.

3.1.3 The Board establishes the presidential salary based on the annual review and analysis of peer and market data.

3.1.4 Upon appointment, a president may be awarded academic rank and tenure at the University by the Board after consultation with the Provost and appropriate College Dean and Department Chair.

3.2 Duties and Responsibilities.

3.2.1 The president is responsible to the Board through the Chair. Within the policies and regulations of the Board and of other state and federal authorities, the president, as chief executive officer, has general authority and responsibility for the institution and for keeping the Board informed regarding the institution in a timely and appropriate manner.



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- 3.2.2 The president is expected to demonstrate those leadership skills necessary for the vibrant, dynamic pursuit of the goals and objectives embodied in the mission of the institution. The president is also expected to understand the higher education needs of the institution's region, work with the Board and the Higher Education Policy Commission to develop proposals for meeting those needs, and provide leadership to foster cooperation between campus and community in fulfilling the institution's teaching, research, and public service responsibilities.
- 3.2.3 The president is expected to consult appropriately with faculty, students, staff, and administrators in discharging the responsibilities of the office. The president is also expected to ensure that the policies, procedures and actions of the Board are communicated to appropriate constituencies of the institution in a timely manner.
- 3.2.4 As the chief executive of the institution, the president is charged with the following specific responsibilities:
- 3.2.4.1 Exercising effective leadership in a joint effort to implement the mission of the institution, as delineated in role and scope statements approved by the Board.
 - 3.2.4.2 Providing effective leadership and support for an academic program that is consistent with the institutional mission, the needs of those being served, sound standards of quality, and available resources.
 - 3.2.4.3 Providing effective leadership and support for a program of student life that complements the academic program and recognizes the diverse interests and needs of the student body.
 - 3.2.4.4 Developing a competent administrative organization and staff to ensure effective and efficient management of the institution.
 - 3.2.4.5 Maintaining lawful, equitable and efficient personnel programs, including appointment of qualified persons to the faculty and staff and promotion, retention or dismissal for cause of the same, with due regard for the best interests of higher education and the taxpayers of the State of West Virginia.
 - 3.2.4.6 In addition to any budget formula established by the Board, recommending to the Board annual operating and capital budgets



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and other plans, financial and otherwise, for realizing the institutional mission, and providing sound management of the approved budgets and plans.

3.2.4.7 In collaboration with the Higher Education Policy Commission, communicating the needs of higher education to the governor, legislators, other state and local officials, and citizens of the state.

3.2.4.8 Interacting with appropriate external bodies to achieve the mission of the institution in a manner consistent with Board policy, statutory and regulatory provisions, and sound academic principles.

3.2.4.9 Undertaking assignments requested by the Board and the Higher Education Policy Commission.

3.2.5 With regard to section 3.2.4.5 above, the president has final institutional-level authority and responsibility for every personnel action at the institution, with the exception of decisions relating to his or her own employment and compensation.

3.2.6 The president is expected to consult appropriately within the campus community on personnel decisions, but shall retain ultimate authority for such decisions.

3.3 Presidential Evaluation.

3.3.1 Consistent with the requirements of West Virginia Code 18B-1B-6, the process described below is designed to evaluate presidential performance in relation to criteria established by the Board and those requirements as set forth in W.Va. Code §18B-1B-6(c)(1). It seeks to identify both areas of strength and those in which improvement would appear to be appropriate in order to assist the president in improving his or her effectiveness.

3.3.2 The basis for assessing presidential performance shall be the "Duties and Responsibilities" listed in section 3.2.4 of this document. This performance evaluation shall be conducted every third year and shall be structured as follows:

3.3.2.1 The chair of the Board, after consultation with the president, shall establish a schedule for the performance evaluation activities. In no case shall the process exceed four (4) months.



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The schedule shall be developed for a period during the regular academic year when the institution is in operation. However, preparatory activities may be completed during the summer months.

- 3.3.2.2 The Board shall appoint a committee of its own members, a visiting team, or any combination thereof (hereinafter, the "evaluation committee") for the purpose of evaluating the president. The evaluation committee shall utilize institutional personnel including faculty and staff as well as students and persons who are knowledgeable of higher education matters who are not otherwise directly employed by a governing board to assist in its evaluation of the president.
- 3.3.2.3 The president shall prepare and submit to the chair of the Board at least four (4) weeks prior to the start of the evaluation process a "Statement of Presidential Assessment" consisting of his/her assessment of his/her performance as president in relation to each of the "Duties and Responsibilities of the President and his/her assessment of the success of the institution in meeting the requirements of its institutional compact and in achieving its goals, objectives, and priorities." The statement shall be no longer than fifteen (15) pages. The president may append necessary and appropriate materials, including such documents as the president's annual report and the current North Central Association self-study report.
- 3.3.2.4 The Board shall appoint one (1) member of the evaluation committee to serve as chairperson. The committee shall be given the "Statement of Presidential Assessment" and such other documents deemed to be appropriate.
- 3.3.2.5 The Board shall be responsible for arranging a schedule for the evaluation committee, including interviews and meetings with campus personnel, that will assure a careful assessment of leadership and the condition of the campus.
- 3.3.2.6 To obtain an accurate and objective impression of the performance of the president, the committee shall visit the campus for up to two (2) days to talk with and receive the views of the president, members of the Board, and a representative number of administrators, faculty members, staff, students,



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alumni, and community leaders, including the elected leaders of each campus constituent group. Confidentiality beyond the evaluation committee of individual assessments of presidential performance shall be assured.

- 3.3.2.7 The committee chairperson shall be responsible for drafting and submitting a committee report to the chair of the Board within thirty (30) days of the on-site visit. There shall be an oral report by the evaluation committee to the president and the chair of the Board within thirty (30) days of submission of the report.
- 3.3.2.8 The chair of the board shall forward a copy of the report to the immediate past chair, members of the executive committee of the Board and to the president who was evaluated, inviting the latter to offer comments within two (2) weeks. Copies of the report shall be sent to the chancellor and the chair of the Higher Education Policy Commission.
- 3.3.2.9 A copy of comments received from the president shall be forwarded to the chair of the Board, the immediate past chair, and to members of the executive committee of the Board. Copies of the comments may be sent to the chancellor and the chair of the Higher Education Policy Commission.
- 3.3.2.10 The president shall be invited to discuss the process and results of the evaluation with the chair of the Board, the immediate past chair, and the executive committee of the Board, during which discussion areas of strength and those appearing to need improvement (if any) shall be identified for particular attention by the president prior to the next evaluation.
- 3.3.2.11 Following its review of the evaluation with the president, the executive committee shall report its conclusions in writing to the Board, to the chancellor, and to the chair of the Higher Education Policy Commission. At all stages of the evaluation process, the president shall be involved and informed and be afforded an opportunity to respond as he or she deems appropriate. Confidentiality consistent with state laws shall be maintained throughout the evaluation process.

- 3.4 **Annual Review.** It is the responsibility of the Board to continually monitor and evaluate the performance of the president through campus visits, discussions



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with the president, assessment of the quality of written information submitted to the Board, assessment of the accomplishment of institutional and statewide goals, and discussions with members of the Board, as well as students, faculty, staff, other administrators, legislators, and business and civic leaders associated with the institution. Prior to June 1 of each year, the president shall provide the Board chair with his or her goals and objectives for the ensuing twelve months and the progress made on accomplishing the goals and objectives of the previous twelve months. The chair is responsible for informing the Board of any concerns regarding the performance of the president.

3.5 Resignation and Terminations.

3.5.1 A president may resign his or her appointment at any time upon written notification to the board, addressed to the Board chair. The Board expects at least thirty (30) days' notice prior to the effective date of the resignation.

3.5.2 The board may terminate an appointment as president at any time when, in the Board's judgment, such action would be in the best interest of the institution.

3.5.2.1 If the board terminates for any reason other than for "cause" the employment of a president who has academic tenure, that individual shall be eligible to assume a tenured faculty position at the institution at an initial salary set by the Board and at the academic rank established upon, or subsequent to, appointment as president. "Cause" is defined to include acts of malfeasance or misfeasance, and may include acts of commission or omission, or acts in contravention of the policies or direction of the Board and its designees.

3.5.2.2 If the Board terminates for any reason other than for "cause" the employment of a president who does not have academic tenure, the individual shall be eligible to be appointed by the Board as a full-time adjunct faculty member. The appointment shall be effective from the date of the release until the first day of the first academic semester at the institution following the one-year anniversary of the date of termination. The salary shall be set by the Board.

3.6 Grievance Procedure. If the president senses a problem with members of the Board, the president should first attempt to solve it through a discussion with the Board chair. If the problem seems to persist, the next appropriate step would be



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discussion of the problem with the executive committee of the Board. As the final step in this process, the aggrieved president may request a meeting with the full Board to discuss the matter. If the problem involves the Board chair, the president should attempt to resolve it through a discussion with the chancellor of the Higher Education Policy Commission and then with the Board.

SECTION 4: Annual Review of Presidential Goals.

4.1 Process.

- 4.1.1 The Board of Governors will review the accomplishments and performance of the president of West Liberty University based on mutually identified and agreed upon goals for July 1 through June 30 of each year. The process will occur between April 15 and June 1.
- 4.1.2 As a first step in this process, the president will prepare a written report for the Board Chair by April 15 of each year prior to a face-to-face meeting with the Executive Committee of the Board of Governors. The report will outline the president's accomplishments in relation to goals that were established for that year and identify goals for the upcoming year.
- 4.1.3 After reviewing the report, the Executive Committee will meet with the president to discuss accomplishments and evaluate progress toward existing goals. The Executive Committee will provide support and constructive suggestions in order to help the President succeed in meeting their mutually established goals.
- 4.1.4 Based upon this discussion and the Board's goals for the year, the president and the Executive Committee will finalize in writing the president's goals for the upcoming year beginning July 1.
- 4.1.5 The results of the report and goals for the upcoming year will be reviewed with the full Board and the president during Executive Session in May or June.
- 4.1.6 The formal external evaluation process specified in Section 3 of the West Liberty University Board of Governors will occur every four years.

SECTION 5: Authority.

- 5.1 W.Va. Code §§18B-1-6, 18B-1B-6, 18B-2A-4, Title 133, Series 5